

# Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

**Date:** October 26, 2020

**Position Title:** Library Clerk

**Salary range:** \$15.00

**Department:** Library

**Hours:** Full-Time, 40 hours per week

**Union Status:** Non-Union position

Accepting Applications until November 13, 2020.

See Job Description for Details.

**Function:** Performs professional and technical library services. Work varies requiring limited independent judgment within prescribed standards and procedures. Will assist in library programs and promotions; works with patrons of the library including children. Must be able to work weekends and evenings.

**Required:** Must have High School Diploma or equivalent, some library experience is preferred. Shall obtain a Montana State Library Certification within three (3) years of employment. Possess valid Montana Operator's license.

**Special Requirements:** N/A

**Desired:** Course work in Library science or general secretarial skills is helpful along with previous work in libraries.

## To Apply:

Submit **County Application, Resume** and **references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. Applications and Job description are available online at [www.stillwatercountymt.gov](http://www.stillwatercountymt.gov). **Late, incomplete or unsigned applications may not be considered.**

Current County employees must also submit a county application and all required documents as described above.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.